

Specifications for court reporting services

2009-2010 FY

To provide **statewide** coverage, on-line scheduling and confirmation, Internet Repository, daily copy, travel copies, ASCII, videographer, video conferencing, Real-time and e-mailed transcripts in Word or searchable PDF format as needed.

Able to provide delivery to the Attorney's office requesting the transcript without delay, mishandling, or incorrect documents of the transcript. No inaccurate deliveries to the wrong address. If transcribed documents, such as depositions, are delivered to the wrong address, the vendor will correct the error and deliver the transcribed documents to the correct address at no charge and within the timeframe required.

Must be able to provide Trial Director for trial usage:

- Which includes the following:
 - trial technician
 - projector
 - monitor for witness stand
 - speakers for audio and video
 - 100 inch pop up screen
 - VGA cables, VGA switcher, VGA amplifier
 - Laptop trial ready computer

Vendor should have court reporters located in the area where the deposition, trial, etc. is occurring/will be taken to avoid additional travel expenses or appearance fees. Vendor must be able to provide court reporter in all areas of the State for various types of proceedings; i.e. depositions, trials, administrative hearings, video conferences, and video testimony.

Vendor must have video conference facilities available in major locations in Alabama.

To provide professional, punctual, certified short hand reporters with backup recording methods.

Must be able to provide coverage for all requests within a 12hr notice if needed.

Must be familiar with juvenile court proceedings, child welfare, personnel hearings, child support and paternity proceedings, daycare and general litigation proceedings. The transcripts must adhere to Rule 29 of the *Rules of Judicial Administration*.

To coordinate as necessary with other court reporting firms throughout the State of Alabama to cover hearings, depositions, etc. the Department has scheduled outside the Montgomery area or in Montgomery area if not available on short notice.

To provide availability of transcripts in electronic version that can be downloaded for excerpting to be provided in Word format or searchable PDF.

Turnaround for hearings should be three (3) weeks and turn around for depositions should be two (2) weeks except when a special request is made.

Special requests for turn around times should be 7 days or more at no extra charge, less than 7 days would be at expedited rates.

Invoices are to be clearly itemized and submitted promptly.

Questions regarding these specifications for court reporting services should be directed to Gail Grobe at 334-242-9330.

See attachment for court reporting services to be bid:

Prices should be based on the following:

Appearance for hearings

All day appearance.....\$ _____
½ day appearance.....\$ _____

No “Write-Up” Fee.....\$ _____

Regular Turnaround

Original & one (1) copy.....\$ _____
Copy.....\$ _____
Travel copy.....\$ _____

CD and/or Electronic Copy.....\$ _____

Expedited Rates for Hearing Transcript

Same day delivery.....\$ _____
Next day delivery.....\$ _____
2 day delivery.....\$ _____
3 day delivery.....\$ _____
4 day delivery.....\$ _____

Expedited Copy Rates for Hearings

Next day delivery.....\$ _____
2 day delivery.....\$ _____
3 day delivery.....\$ _____
4 day delivery.....\$ _____
Night Appearances – Public Hearing.....\$ _____
Out of Town appearance.....\$ _____
Night.....\$ _____

Deposition Rates

All day appearance.....\$ _____
½ day appearance.....\$ _____
Original and one (1) copy.....\$ _____
Travel copy.....\$ _____
Same day delivery.....\$ _____
Next day delivery.....\$ _____
2 day delivery.....\$ _____
3 day delivery.....\$ _____
4 day delivery.....\$ _____
CD and/or Electronic Copy.....\$ _____

Copy of Deposition

Same day delivery.....\$ _____
Next day delivery.....\$ _____
2 day delivery.....\$ _____
3 day delivery.....\$ _____
4 day delivery.....\$ _____
CD and/or DVD.....\$ _____

Video Conferencing.....\$ _____

Videographer.....\$ _____

Trial Director.....\$ _____

Including use of the following:

- trial technician
- projector
- monitor for witness stand
- speakers for audio and video
- 100 inch pop up screen
- VGA cables, VGA switcher, VGA amplifier
- Laptop trial ready computer

Travel Expenditures.....\$ _____

Mileage Rates.....\$ _____

Postage & Shipping.....\$ _____

Handling fees.....\$ _____

IN THE SUPREME COURT OF ALABAMA
May 29, 2009

ORDER

IT IS ORDERED that Rule 29, Alabama Rules of Judicial Administration, be amended to read in accordance with Appendix A;

IT IS FURTHER ORDERED that the Comment to Amendment to Rule 29 Effective July 1, 2009, be adopted to read in accordance with Appendix B;

IT IS FURTHER ORDERED that the amendment of Rule 29 and the adoption of the comment are effective July 1, 2009;

IT IS FURTHER ORDERED that the following note from the reporter of decisions be added to follow Rule 29:

"Note from the reporter of decisions: The order amending Rule 29, effective July 1, 2009, and adopting the Comment to Amendment to Rule 29 Effective July 1, 2009, is published in that volume of Alabama Reporter that contains Alabama cases from ____ So. 3d."

Cobb, C.J., and Lyons, Woodall, Stuart, Smith, Bolin, Parker, Murdock, and Shaw, JJ., concur.